

FORT HAYS STATE UNIVERSITY STUDENT ACTIVITY ACCOUNT SCHOLARSHIP

If a scholarship is awarded through a Student Activity Account, please refer to the following procedures:

If an FHSU student is the recipient of a scholarship, the funds should be payable to Fort Hays State University. Funds are released to institutional charges first.

If the award is to a high school student, the vendor is the name of the student, in care of the high school address (Ex. Jane Doe, c/o Hays High School).

Process a **Workday Supplier Invoice** with the following information in the Invoice Line Memo:

- The date of the competition or award event.
- Description of the scholarship/award and the award period.
- Name and Student ID number of scholarship recipient.
- Indicate if the recipient is a staff, student, or faculty member of FHSU.

Disbursement to the students are processed by Student Fiscal Services: www.fhsu.edu/sfs/students_parents/financial-aid-disbursement.

Policies:

- Scholarships or awards can be paid to recipients participating in an event sponsored by an FHSU organization.
- Student Fiscal Services will be responsible for applying the funds to the student account.
- Documentation to support the requisition must be attached to the Supplier Invoice. No check will be issued until the appropriate documentation is received (Examples: flyers, brochures, meeting minutes, etc.).